

DIRECTOR OF CENTRAL INTELLIGENCE

Security Committee

SECOM-D-022

17 January 1980

MEMORANDUM FOR: Chief, Personnel Branch, OS

VIA: Chief, Administrative Staff

FROM:

[REDACTED]
Deputy Director for Community Affairs

SUBJECT: Temporary Secretary for Community Security Group

1. [REDACTED] has long-range plans for annual leave from 11 February through 9 March 1980. It is necessary that we have a substitute secretary during this period. The requirement stems from the fact that Community Security Group occupies two separate offices without interoffice intercom, and the remaining secretary will not be able physically to man both locations. Further, this is a particularly demanding time for the Community Security Group in connection with the requirements for common physical security standards and revision of the Communities' physical security standards. A considerable amount of typing is involved. I will have our officers write material that will be required to be typed. This will eliminate the need for someone with short-hand.

2. Anything you can do to help in this matter will be appreciated. Previously, you were kind enough to allow us to borrow a secretary. I hope you can arrange to do it again.

[REDACTED] STATINTL

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SECOM/H [REDACTED]:ts (18 Jan 80)